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21 OCT 1968

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Proposed
notices

MEMORANDUM FOR: Executive Director-Comptroller
Deputy Director for Science and Technology
Deputy Director for Plans
Deputy Director for Intelligence
Inspector General
General Counsel

SUBJECT : Proposed HN 20-365, Weather Emergencies

The attached proposal, which has been authenticated by the Deputy Director for Support, is forwarded for your information before publication. The notice, essentially the same as that published last year, outlines procedures to be followed when weather and hazardous traffic conditions warrant the early dismissal of Federal employees or the closing of Federal agencies. If you have any questions, please call Mr. [REDACTED] within 5 workdays on extension 2093.

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[REDACTED]
Chief, Support Services Staff

Attachment: As stated

cc: D/P
SSA-DDS

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This Notice Expires 1 May 1969

PERSONNEL

HN 20-365
14 October 1968

WEATHER EMERGENCIES

1. When hazardous traffic conditions resulting from snow, storm, or ice warrant the early dismissal of Federal employees, such determination will be made as follows:

a. The Civil Service Commission is responsible for notifying the Directors of Personnel in the various Federal agencies when early dismissal is justified within the Washington metropolitan area.

b. After initial notification to the Deputy Director for Support of such dismissal, the Director of Personnel will notify a designated representative in each directorate and independent office of the time set for the early dismissal.

c. The designated representative of each directorate and independent office is responsible for notifying appropriate supervisory levels within his area of jurisdiction.

d. In accordance with previously established policy, supervisors will release those employees under their jurisdiction whose activities can be interrupted without serious work interference.

2. Headquarters Building and Other Installations on the Periphery of the Metropolitan Area. When weather conditions are more severe in the outlying areas, e.g., Langley and Franconia, than they are in the metropolitan area, e.g. Rosslyn, the Director of Personnel will recommend to the Deputy Director for Support whether early dismissal of personnel in those installations is warranted. If dismissal is authorized, the notification procedures stated in paragraphs 1b, c, and d above will be followed.

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IN 20-505
14 October 1968

PERSONNEL

3. Rosslyn Buildings and Other Installations within the Inner Metropolitan Area. The procedures listed in paragraph 1 above will be followed. Employees should understand that early dismissal is based on weather conditions in the particular area. A decision for early dismissal in the outlying areas (Headquarters Building) does not mean that early dismissal is authorized in the metropolitan area (Rosslyn Buildings) unless a general dismissal has been authorized by the Civil Service Commission for employees in the metropolitan area. Conversely, an early dismissal in the metropolitan area may not necessarily be accompanied by early dismissal in outlying areas.

4. Night-Shift Workers. When weather conditions are so hazardous or threatening as to put employees in jeopardy or under great hardship in getting to or from work, the component head in charge of the night shift shall have authority to grant early dismissals. Such dismissals will be reported promptly to the Director of Personnel and the Director of Finance.

5. Employees who are dismissed from duty early will be released according to their normal working hours. This is of particular importance at the Headquarters Building where the hours are staggered in order to minimize traffic congestion. If the dismissal is authorized two hours early, for example, employees on the 8 a.m. to 4:30 p.m. shift will be released at 2:30 p.m.; employees on the 8:30 a.m. to 5 p.m. shift will be released at 3 p.m.; and employees on the 9 a.m. to 5:30 p.m. shift will be released at 3:30 p.m.

6. On occasion, a storm during the night or before the beginning of the regular workday which renders roads impassable to heavy traffic may result in a decision to close Federal activities except those which cannot be interrupted. Such decisions will be announced through radio, television, and press releases. Under these circumstances Deputy Directors and Heads of Independent Offices are responsible for ensuring that the essential work of the Agency is not interrupted. To this end they shall prepare plans in advance to meet such contingencies and notify subordinate employees of these plans. Employees who are engaged in the communications field, working on crisis areas or situations, or who must meet intelligence dissemination deadlines must, in particular, make every possible effort to be on duty during emergency weather conditions. Employees who drive to and from work are urged to equip their vehicles with snow tires or chains.

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7. There will be no charge to leave for employees dismissed or excused from duty in accordance with this policy; but an employee (a) who is on leave when early dismissal is authorized, or (b) who was scheduled to be on leave on a day when there is a general closing of Federal offices, or (c) who was on leave for a period including the date of such a closing will be charged annual or sick leave or leave without pay as appropriate.

8. Supervisors are authorized to grant annual leave to individuals whose particular transportation problems require that they leave early even though a general dismissal has not been authorized.

9. Supervisors may also excuse reasonable tardiness resulting from weather emergencies. Reasonable tardiness, not to exceed two hours, may be excused only when there is an obvious presumption that it was attributable to weather, road conditions, and traffic congestion or the employee can satisfactorily establish that he was in fact attempting to get to work during the period of tardiness.

10. Questions regarding the release of employees because of weather emergencies should be referred to the Office of the Director of Personnel.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

R. L. BANNERMAN
Deputy Director
for Support

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